



New Hire Orientation Agenda

Otowi Building – 1654 Casa Grande Drive
 TA-03 Building 0261, Room F200W
 Main Gate Conference Room, Contact # 667-1555

| <i>Day 1</i> | | |
|---------------------|--|----------------------------|
| Time | Event | Presented By |
| 7:30 – 8:00 | New Hire Orientation Check-In | |
| 8:00 – 8:10 | Welcome by Laboratory Director | Video – Charlie McMillan |
| 8:10 – 9:05 | Complete New Hire Forms | Human Resources Staff |
| 9:05 – 9:45 | Benefits Review/Wellness Center | Benefits Staff |
| 9:45 – 9:55 | Break | |
| 9:55 – 10:35 | Information Security Briefing (Course 9369) | Narrated Presentation |
| 10:35 – 10:45 | Break | |
| 10:45 – 10:55 | Worker Safety & Security Teams (WSST) | WSST Staff |
| 10:55 – 11:15 | “The Town That Never Was” | Cultural/Historical Video |
| 11:15 – 11:20 | Research Library | Library Staff |
| 11:20 – 11:30 | Los Alamos Postdoc Association (LAPA) | LAPA Committee |
| 11:30 – 1:00 | Lunch | |
| 1:00 – 1:10 | OMBUDS | OMBUDS Staff |
| 1:10 – 1:20 | Employee Assistance Program | EAP Staff |
| 1:20 – 1:30 | Harassment in the Workplace | Employee Relations Staff |
| 1:30 – 1:40 | Break | |
| 1:40 – 2:00 | “Stockpile & Stewardship” | Video |
| 2:00 – 2:15 | Counterintelligence Overview | Video/OCI Staff |
| 2:15 | U.S. Citizens – Obtain Badge | Badge Office |
| 2:15 – 2:45 | Foreign National Orientation | Immigration Services Staff |
| 2:45 | Foreign Nationals – Obtain Badge | Badge Office |
| | After Badging | Call – Manager or Mentor |

Day 2 - General Employee Training

GET is mandatory for all new hires. The scheduled date, time, and location for training will be located in your New Hire Orientation packet.
Employees who have already taken GET, do NOT need to attend.
 Questions regarding GET training, please call the White Rock Training Center at 667-0059.